COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This volume of AMCI 24-101 implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*. This volume outlines responsibilities and provides guidance unique to aerial port flights. The Air National Guard (ANG) the Air Force Reserve Command (AFRC) and units are not bound by this instruction but are encouraged to use it. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This revision provides more detailed guidance in the Resources, Mobility and Administration Functions, and adds the Small Terminal Assistance Program (paragraph 5.7).

Section A— Air Transportation Combat, Readiness, and Resources Flight

1. General.

    1.1. This volume provides guidance for the Air Transportation Combat, Readiness, and Resources Flight (TRX). TRX is responsible to the commander for all unit planning, a number of resources functions, and unit mobility.

    1.2. TRX is established to enhance the planning capability, resources tracking, and mobility operations of the aerial port or Air Mobility Support Squadron (AMSS). It must coordinate unit resources, cargo and passenger capabilities, and support functions into the overall planning effort. TRX ensures all wartime and contingency aerial port support and AMSS requirements are identified and pre-planned. TRX provides a ready source of technical assistance and professional guidance to respective small terminals.

    1.3. Not every TRX will perform all the following responsibilities and some, such as in the AMSS, will have unique requirements as determined by the unit commander. The size of the unit and or its

unique organizational structure e.g., mobile or enroute capability will determine which paragraphs apply.

2. Unit TRX. The unit TRX has four or five functional areas, as applicable:

2.1. Plans Function. Coordinates base deployment, support agreements, and other plans as they apply to the unit. Air Mobility Command (AMC) bases develop unit reception and contingency plans (AMC units on non-AMC bases review and provide inputs to host base plans). Reviews AMC operations plans (OPLAN) and develops air transportation implementing instructions and determines if the unit can support the mission. Prepares unit planning checklists, and coordinates with the Wing Plans (XP) on unit planning matters. Coordinates unit involvement in base exercises (if tasked). Manages the status of resources and training system (SORTS) reporting, operations security/communication security (OPSEC/COMSEC) programs; acts as liaison with Air National Guard/Air Force Reserve Command (ANG/AFRC) personnel augmenting the unit on deployment/reception matters; provides input to host tenant/interservice/host nation support agreements affecting the unit; and monitors the overall status of the unit's materials handling equipment (MHE) and vehicle fleet.

2.2. Resources Function. Performs unit budget functions; monitors manpower authorizations, personnel manning and works with the base manpower offices and numbered air force (NAF) to resolve problems; manages the unit facilities and equipment programs; determines requirements, coordinates and arranges support for ANG/ARFC teams or members performing annual tours or military personnel appropriation (MPA) man-days ; performs or coordinates staff assistance visits; and manages unit security and crosstell programs.

2.3. Mobility Function. Manages mobility program; monitors the unit's readiness capability; manages and monitors unit personnel and equipment taskings; provides technical assistance to deploying units; provides or arranges mobility-related training to other base units, when requested (i.e., pallet build-up, load tie-down); participates in base mobility exercises and deployments, when applicable; and is POC for unit/port inputs to the base contingency operation/mobility planning and execution system. Monitors unit deployment mission readiness, when applicable. Manages Tanker Airlift Control Element (TALCE) /aerial port/AMSS augmentee program. Ensures individuals on mobility status maintain requirements to include applicable shot records, passport, equipment, and mobility training.

2.4. Administration. Performs necessary TRX administrative functions to include: maintaining classified and unclassified correspondence and publication files; preparing reports to include SORTS, Air Terminal Equipment and Manpower report and other reports as required.

2.5. Small Terminal Assistance Program (STAP) as applicable. Manages small terminals in respective area of responsibility. Provides adequate training, technical assistance, and guidance in aerial port operations, to include transportation working capital fund (TWCF) reporting procedures. Provides oversight of AMC facilities, MHE, equipment and vehicles. Conducts staff assistance visits using technically qualified personnel.

Section B—Responsibilities

3. TRX Plans Function:

3.1. Keeps unit commander and staff informed of unit taskings as identified in the War and Mobilization Plan, designed operational capability statement, Global Asset Listing (GAL), SORTS status, and

any significant changes in mission or OPLAN taskings. Coordinates with HQ AMC DOZ on changes to these items.

3.2. Provides liaison with ANG/AFRC units augmenting the unit on planning matters for each new plan and each plan undergoing review (maintenance).

3.3. Coordinates with base agencies for support of ANG/AFRC personnel.

3.4. Coordinates ANG/AFRC unit military personnel appropriation (MPA) man-day and annual training requirement where an active duty reserve coordinator has not been established.

3.5. Coordinates with HQ AMC, NAF, group, wing XPs, and participating base and transient units, on deliberate plans and deployment requirements.

3.6. Coordinates with AMC TACC, Air Mobility Support Group, NAF, Wing XPs and participating unit during deployment execution.

3.7. Provides air transportation guidance, status briefings or contingency updates to the crisis response cell unit representative and the deployment control center or the mobility control unit on non-AMC bases.

3.8. Represents unit interests during planning conferences, workshops, or meetings.

3.9. Prepares local operating instructions to use as guides in the unit planning function.

3.10. Writes annexes or appendices for the base support plan after reviewing all OPLANs which require unit support for personnel and equipment deploying from or arriving at the installation, or transiting aircraft as defined by AMC Deployment Analysis System Station Utilization Report.

3.11. Determines the unit's capability to support each OPLAN and OPORD using Joint Chief of Staff and AMC guidance.

3.12. Briefs the commander and aerial port supervisors and notifies wing plans/logistics plans of unit capabilities, shortfalls, or limiting factors, and works with base agencies and higher headquarters to resolve conflicts.

3.13. Ensures at least two people are appointed and trained as SORTS monitors.

3.14. Maintains a current copy of AFI 10-201, *Status of Resources and Training System*, and Major Command (MAJCOM) supplements.

3.15. Develops TRX operating instructions for collecting data required for SORTS reporting and coordinates with HQ AMC/DOZX SORTS monitor to resolve procedural and clarification problems.

3.16. Consolidates and reviews SORTS data for monthly input to base SORTS office of primary responsibility (OPR).

3.17. Identifies requirements to resolve conflicts affecting:

   3.17.1. In-place and deploying unit personnel and equipment unit type code beddown, facilities, and other support.

   3.17.2. Deployment requirements not specified in the OPLANS. For example, deployments in support of local unit exercises and training or to satisfy internal training requirements.

   3.17.3. Unit communications requirements to support expanded operations during contingencies or emergencies.

3.18. Coordinates with wing plans/logistics plans on:

3.18.1. Host base support for air transportation forces deployed into unit, as well as ANG/AFRC augmenting forces.

3.18.2. All unit requirements at deployed locations, in conjunction with the deployed operating-location (OL) host, HQ AMC/TACC/XOGM, and HQ AMC/TACC/LOC, if applicable.

3.18.3. Procedures and agreements for the use of base facilities to support requirement for unit deployments.

3.19. Coordinates unit inputs to HTSAs/ISSAs/HNSAs and base support plan according to applicable regulations. Coordinates with Wing Plans/Logistics Plans and MAJCOM OPRs to resolve conflicts that may arise.

3.20. May be tasked to provide input/coordinate data for inclusion in the AMC Key Asset and Equipment Report, RCS: AMC DOZ (AR) 8001. Input may include the tracking of personnel and equipment.

4. TRX Resources Function:

4.1. Budget. Prepares, submits, monitors and manages the unit's budget. Acts as unit resource advisor if necessary.

4.2. Manpower and Personnel.

4.2.1. Monitors unit manpower authorizations, military, and civilian personnel requirements to include temporary hires and overhires.

4.2.2. Works with wing manpower organization to resolve manpower and workload issues.

4.2.3. Monitors unit workload and productivity.

4.3. Facilities and Equipment. Manages and monitors unit facilities and equipment programs. Responsible for the annual submission of Air Terminal Facilities Report, RCS: AMC DOZ (A) 7127.

4.4. ANG/AFRC Unit Coordinator.

4.4.1. Determine the requirement for MPA man-day support or training opportunities for ANG/AFRC personnel.

4.4.2. Coordinate, schedule, and arrange training as per AMCI 24-101 Volume 21, *Military Airlift Air Reserve Component (ARC) Aerial Port Training,* transportation and billeting for ANG/AFRC teams on unit training assembly days or annual tours.

4.5. Inspections and Staff Assistance Visits. Assists in preparing replies for all visits. Performs staff assistance visits to OLs, detachments, or ARC units when designated advisory unit responsibility.

4.6. Programs. Administers and manages unit programs:

4.6.1. Security. Develops and monitors the unit's security program according to applicable AF and MAJCOM directives.

4.6.1.1. Monitors and maintains status of unit security violation investigations.

4.6.1.2. Ensures unit personnel receive security training according to the regulations.

4.6.2. Crosstell program.

4.6.3. SE/QC program. Manages unit standardization evaluation/quality control (SE/QC) program.

4.7. Management support.

4.7.1. Coordinates visits and prepares briefing packages for visiting staff, inspection teams, and distinguished visitors.

5. TRX Mobility Function: Manages mobility programs for the unit. May fall into three categories; unit deployment, support of host deployment (to include host, tenant, or transit forces), or base reception. Units may have to support any or all combinations of these taskings.

5.1. In support of unit deployment:

5.1.1. Assigns port or Air Mobility Support Squadron (AMSS) personnel to mobility positions. Monitors personnel and equipment for mobility readiness, for example, current shots, mobility bags, passports, and deployment eligibility.

5.1.2. Maintains copies of unit pyramid recall rosters, and passes information to appropriate base and higher headquarters agencies.

5.1.3. Participates in mobility conferences, meetings, and workshops.

5.1.4. Develops unit mobility operating procedures. Performs periodic mobility self-inspections to assess the unit's capability to fulfill its wartime tasking.

5.1.5. Coordinates flight actions for Air Mobility Taskings from HQ AMC/TACC.

5.1.6. Assigns OPRs or suspenses for mobility/readiness action items to unit function.

5.1.7. Serves as unit deployment manger for unit mobility and readiness matters, and coordinates with the base plans function to ensure smooth operations for deploying personnel and equipment.

5.1.8. Participates in deployment/redeployment planning meetings/site surveys, and deploys with unit personnel when tasked.

5.1.9. Coordinates with vehicle operations function to determine MHE/vehicle requirements.

5.1.10. Based on the base mobility plan, tasks transportation personnel and equipment, assigns them to positions, and schedules them for exercises and deployment.

5.1.11. Submits formal school training requirements, including mobile training team requests, to the unit training function.

5.1.12. Schedules and coordinates local mobility and AMC Affiliation Program training for unit personnel.

5.1.13. Recommends qualified instructors for various mobility functions, e.g., joint inspection or hazardous materials preparation.

5.1.14. Maintains a current copy of the GAL, and coordinates any changes through HQ AMC/ DOZX.

5.2. In support of host, tenant, or transit forces deployment: Non- AMC bases the host Transportation/LGTR combat Readiness and Resources is responsible for all training. AMC provides load team training if required.

5.2.1. Coordinating with the unit training function, develops available programs, courses, and materials available for base mobility training.

5.2.2. Schedules and coordinates local mobility and AMC Affiliation Program training for base personnel.

5.2.3. Conducts mobility-related training (for example, pallet build-up, aircraft loading, equipment tie-down, and hazardous cargo prep) for other base units as required.

5.2.4. Participates in tanker airlift control element (TALCE) operations planning.

5.2.5. Coordinates on wing plans and base transportation plans.

5.3. In support of base reception:

5.3.1. Single point of contact to coordinate reception plan.

6. TRX Administration:

6.1. Maintains required publications and forms; updates as necessary, according to AFI 33 and 37 series Communications and Information publications.

6.2. Prepares correspondence IAW AFMAN 37-126, *Preparing Official Communications* and maintains unclassified files IAW AFI 37-122, *Air Force Records Management Program and* AFMAN 37-139, *Records Disposition Schedule.*

6.3. Maintains and controls classified files and materials to include receipt, inventory, and destruction according to applicable security regulations.

6.4. Processes incoming and outgoing distribution.

6.5. Maintains office equipment and requests office supplies and equipment.

7. Small Terminal Assistance Program (STAP)

7.1. General . Small Terminals specified to receive scheduled Staff Assistance visits, generally, have limited air terminal facilities, equipment, operations, and technical expertise. These terminals include, but are not limited to AMC established, Detachments (Dets), Operating Locations (OL) at military bases and Navy air terminal support (NATS) units on Navy bases, terminals operated by other commands and/or services and served by AMC airlift, and contractor operated terminals (other than AMC Contracted Air Terminal Operations). The Small Terminal Assistance Program was developed to make the small terminal operator's task easier by providing a ready source of technical assistance and professional guidance.

7.2. The Objectives of the STAP are to:

7.2.1. Provide contacts for the resolution of daily working level transportation problems.

7.2.2. Provide a continuing source of technical assistance and information for air terminal personnel.

7.2.3. Provide a mechanism for the resolution of problems which cannot be resolved at the small terminal level.

7.3. 7.3.Responsibilities of the Air Transportation Staff at HQAMC:

7.3.1. Review staff assistance reports for trends and/or problems requiring attention.

7.3.2. .Staff and provide responses to items forwarded by Intermediate Command, Functional Area Units, Small Terminals or other agencies.

7.3.3. Perform Staff Assistance visits:

7.3.3.1. By request of the STAP unit and intermediate commands.

7.3.3.2. As directed by HQ AMC/DOZ (normally at same cycle frequency as Intermediate Command or Functional Area Unit outlined in Attachment 2).

7.3.4. Review ISSAs and other contracts and agreements to ensure these sanction and/or support the STAP concept as defined in this instruction, including authority/agreement for AMC Functional Area Units, Intermediate Command, and HQ AMC Staff Assistance Visits.

7.4. Responsibilities of Air Transportation Staffs at Intermediate Command Levels (NAF/ AMSG):

7.4.1. Review agreements to ensure they sanction and/or support STAP concept as defined in this instruction, including authority/agreement for AMC Functional Area Units and HQ AMC staff Assistance Visits.

7.4.2. Ensure Functional Area Units in their areas of jurisdiction provide adequate training, assistance, and guidance to small terminals.

7.4.3. Conduct visits IAW Attachment 2 (or when necessary) to pre-determined small terminals, and submit reports, and forward staff issues to HQ AMC as required.

7.4.4. Visit each Functional Area Unit annually to ensure small terminals are receiving required assistance and follow-up actions are conducted.

7.4.5. Schedule visits accordingly to each effected Functional Area Unit and/or small terminal, after receiving Functional Area Unit's schedule to visit their small terminals.

7.4.6. As appropriate, recommend changes and/or improvements to this and other instructions as appropriate when agreed to by functional experts.

7.5. Responsibilities of the Functional Area Unit:

7.5.1. Each small terminal will have a AMC Functional Area Unit assigned by this Instruction (Attachment 2 to this chapter) and/or as specified by the NAF/AMSG, Inter-Service Support Agreements (ISSAs), Host Tenant Support Agreements (HTSAs), etc., to provide support that includes but not limited to:

7.5.1.1. Scheduling visits to small terminals and forwarding a copy of the schedule to the Intermediate Command.

7.5.1.1.1. Frequency of the visits shall depend on the size of the terminal, frequency of AMC flights, and known terminal operations problems; as a minimum annual visits should be the standard.

7.5.1.2. Technical advice on all aspects of air terminal operations by qualified air transportation personnel.

7.5.1.3. Assistance in OJT of air terminal personnel. Assistance maybe provided on-site, at Functional Area Unit location, or by use of Computer Based Training.

7.5.1.4. .Assistance in obtaining forms and publications.

7.5.1.5. Assistance in developing lost/found baggage procedures.

7.5.1.6. Providing guidance to the terminal operators in processing cargo, mail, and passengers for airlift.

7.5.1.7. Providing guidance in preparation, maintenance, and distribution of traffic documentation (manifest, TCMDs, etc.), and reporting procedures for Transportation Working Capital Fund - Transportation (TWCF).

7.5.1.8. Providing guidance in preparation and forwarding of directed/required Reports Control Symbol (RCS) Reports.

7.5.1.9. Conducting Staff Assistance Visits using Quality Assurance Evaluators and/or technically qualified transportation personnel at frequencies specified in Attachment 1, MOUs, ISSAs, and other agreements. Functional Area Unit commander may authorize follow-up visits to small terminal operations where major deficiencies warrant further on-site assistance. These visits will be of sufficient duration to provide any technical training/OJT, in but not limited to, vehicle operations/maintenance, record maintenance report submissions/formats, publication management, etc. that may be required. Prior to performing staff assistance visits, the Central Data Collection Point (CDCP)/Revenue Traffic Data Processing Center (RTDPC) will be contacted to identify any problems the STAP terminal may be having in documentation and TWCF reporting. Problems that cannot be resolved during staff assistance visits will be addressed to the appropriate command staff. A follow-up procedure by action agencies is required to assure timely resolution of identified deficiencies. Written report of staff assistance visits will be submitted to the visited unit and copies forwarded to HQ AMC/DOZ, NAF/DOZ and AMSG/DORTR appropriate intermediate command transportation staffs. Also, forward copies to higher headquarter staffs of the small terminal unit as directed by MOU, ISSA, or other agreements. . NOTE: The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.4 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

JOHN M LEDDEN,   SES
Principal Deputy Director of Operations for Transportation
Directorate of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-201, *Status of Resources and Training System*

AFI 24-235, *Transportation Combat Readiness Flight*

AFI 37-122, *Air Force Records Management Program (*will convert to AFI 33-322)

AFMAN 37-126, *Preparing Official Communications* (will convert ARMAN 33-326)

AFMAN 37-139, *Records Disposition Schedule*

AMCI 24-101, Volume 21, *Military Airlift Air Reserve Component (ARC) Aerial Port Train*ing

Abbreviations and Acronyms

AMC—Air Mobility Command

AMSS—Air Mobility Support Squadron

ANG/AFRC—Air National Guard/Air Force Reserve Command

GAL—Global Asset Listing

MAJCOM—Major Command

MHE—Materials Handling Equipment

MPA—Military Personnel Appropriation

NAF—Numbered Air Force

OJT—On the job training

OL—Operating location

OPSEC/COMSEC—Operations Security/Communication Security

OPLAN—Operations Plan

OPORD—Operations Order

POC—Point of Contact

RCS—Reports Control Symbol

SORTS—Status of Resources and Training System

STAP——Small Terminal Assistance Program

TALCE——Tanker Airlift Control Element

TRX——Air transportation Combat, Readiness, and Resources Flight

TWCF——Transportation Working Capital Fund

Attachment 2

SMALL TERMINAL ASSISTANCE PROGRAM

Location:	Functional Area Unit:	Terminal Operator
Christ Church, NZ OL A 615 AMSG	615 AMSG, Hickam	Navy
Paya Labar, Singapore	630 AMSS, Yokota	Navy
Diego Garcia, Ind. Ocean	630 AMSS, Yokota	Navy
Iwakuni MCAS, Japan	630 AMSS, Yokota	Marines
Djakarta, Indonesia	630 AMSS, Yokota	USDAO
Taegu AB, Korea Det 1, 51 COBSS (Co-Located Operating Bases)	631 AMSS, Osan	PACAF
Suwon AB, Korea Det 2, 51 COBSS	631 AMSS, Osan	PACAF
Kwang Ju AB, Korea Det 3, 51 COBSS	631 AMSS, Osan	PACAF
Bangkok, Thailand	633 AMSS, Kadena	Army
U-Tapao, Thailand	633 AMSS, Kadena	JUSMAG
Cp Covington, Guam	634 AMSS, Andersen	Civic Action Team
Chuuk, Caroline Island	634 AMSS, Andersen	Civic Action Team
Kosrae Island	634 AMSS, Andersen	Civic Action Team
Palau Island	634 AMSS, Andersen	Civic Action Team
Wake Island	635 AMSS, Hickam	Army
Kwajalein Island	635 AMSS, Hickam	Army
Johnston Island	635 AMSS, Hickam	Defense Nuclear Agency
Richmond Australia Det 1 635 AMSS	635 AMSS, Hickam	AMC
Alice Springs, Australia	635 AMSS, Hickam	Space Command
Woomera, Australia	635 AMSS, Hickam	Space Command
Keflavik, Iceland	305 APS, McGuire	Navy
Thule,Greenland	305 APS, McGuire	Space Command
Dakar, Senegal	437 APS, Charleston	Embassy
Kinshasa, Zaire	437 APS, Charleston	Embassy
Ndjamena, Chad	437 APS, Charleston	Embassy
Niamey, Niger	437 APS, Charleston	Embassy

Location:	Functional Area Unit:	Terminal Operator
Paramaribo, Suriname	437 APS, Charleston	Embassy
Soto Cano, Honduras	437 APS, Charleston	Army
Antiqua	437 APS, Charleston	HQ USAF
Ascension Island	437 APS, Charleston	HQ USAF
Jacksonville NAS, Florida	437 APS, Charleston	Navy
Kingston, Jamaica	437 APS, Charleston	USSOUTHCOM
Managua, Nicaragua	437 APS, Charleston	USSOUTHCOM
Santo Domingo, Dominican Republic	437 APS, Charleston	USSOUTHCOM
Port-au-Prince, Haiti	437 APS, Charleston	USSOUTHCOM
Port-of-Spain, Trinidad	437 APS, Charleston	USSOUTHCOM
Barbados	437 APS, Charleston	USSOUTHCOM
Izmir, Turkey	621 AMSG, Ramstein	
Akrotiri, Crete	621 AMSG, Ramstein	

Note: Functional Area Unit visits to Co-Located Operating Bases (COBSS) in Korea are for the purpose of contingency/exercise beddown support requirements. The COBSS are administered through the 51FW, Osan AB, Korea.